As indicated on page 4.1.1, the following pages reflect details related to the high level business processes that the system must support.

Process FISAPs Requirements:

Description
Receive FISAP
The system shall maintain school Fiscal Operations Report and Application to Participate (FISAP) data
The system shall receive FISAP data from schools
Edit FISAP
The system shall maintain school Fiscal Operations Report and Application to Participate (FISAP) data
The system shall receive FISAP data from schools
Maintain Hold Status
The system shall maintain hold status information for schools that are eligible for Campus Based Program funds
Verify accuracy of all data received through edit checks
Provide an institution error override request capability
Changes to certain FISAP data will trigger applicable accounting adjustments
Set and Release Holds

Maintain FISAP Data Requirements:

Description
Produce FISAP
The system shall maintain school Fiscal Operations Report and Application to Participate (FISAP) data
Maintain Edit Activation
The system shall maintain school Fiscal Operations Report and Application to Participate (FISAP) data
Provide ability to view, query, and update five years of FISAP data

Calculate Tentative Awards Requirements:

Description
Calculate Award Amounts
The system shall calculate at least annually the amount of funds authorized for a school participating in the Campus Based programs
Simulate Award
The system shall simulate Campus Based award amounts at the request of the IFMD, using the school information stored in the system at the time of the request

Allocate/Re-Allocate Funds Requirements:

Description
Allocate Funds
The system shall provide Federal Perkins Loan, FSEOG, and FWS school authorization amounts to ED/OPE/Institutional Financial Management Division (IFMD).
The system shall notify schools of their Campus Based Program authorization amounts
Reallocate Funds
The system shall provide Federal Perkins Loan, FSEOG, and FWS school authorization amounts to ED/OPE/Institutional Financial Management Division (IFMD).
The system shall reallocate school Campus Based Program (Perkins Loan, FSEOG, and FWS) authorization amounts based upon unexpended award balances as reported by schools
The system shall notify schools of their Campus Based Program authorization amounts
Institution Allocation
The system shall maintain program allotment information
Program
The system shall maintain program allotment information
Establish and maintain a funding authorization database
Ability to process award increases and decreases
Ability to increase/decrease awards without interface to EDCAPS/GAPS and without award letter generation
Ability to hold and release funds for a given program and year for an institution
Store award information for increases and decreases

Reconciliation/Close-Out Requirements:

Description
Perform ED Finance Reconciliation
The system shall ensure the clerical accuracy of records and supporting schedules of receivables and records of events giving rise to receivables
Close Out School Account
The system shall ensure the clerical accuracy of records and supporting schedules of receivables and records of events giving rise to receivables

Interface With Other Systems Requirements:

Description
Interface with PEPS for summary of award information

Manage Cash With GAPS Requirements:

Description
Create Accounting Transaction
The system shall generate school Campus Based Program ACH payment requests
Update Program Obligation Total
The system shall verify the availability of aid program funds when approving a payment request. Once the payment request has been approved, the available fund balance for that aid program will be reduced by the amount of the payment
The system shall receive allotment information from ED/CFO/Budget
The system shall maintain aid program allotment information
The system shall maintain budgetary account balances at the level of detail required to meet program reporting requirements
Transmit Accounting Transaction
The system shall generate school Campus Based Program ACH payment requests
Accounting Transaction
The system shall maintain other aid transaction information
Accounting Transaction History
The system shall maintain other aid transaction information
Notification to EDCAPS/GAPS of award increases and decreases

Track Waivers for Title III and Community Service

Description
Track FWS/SEOG Waivers
The system shall provide information to IFMD on school applications for waivers related to Campus Based program requirements
Track Underutilization/Comm Service Waivers
The system shall provide information to IFMD on school applications for waivers related to Campus Based program requirements
Provide for Waiver Processing

Set Up New Schools and Maintain History

Description
Institution
The system shall maintain school demographic information
Institution Campus Branch
The system shall maintain school demographic information
Capacity to maintain accurate, up-to-date institution eligibility information separately for each Campus-Based Program
Verify and set up new schools
Record Information about Institutions
Provide ability to maintain accurate, up-to-date institution eligibility information separately for each Campus-Based Program

Facilitate Cancellations: General and Teacher

Description
Low Income School Directory Production
The system shall request annually low income school information from state education offices, based on the screening criteria sent to them
The system shall produce a low income school directory based on information received from state education offices
The system shall send all Perkins Loan schools a copy of the low income school directory annually
Perkins Loan Cancellations Processing
The system shall calculate the amount of money due to a school as a result of Perkins Loan cancellations in the previous award year
State
The system shall request annually low income school information from state education offices, based on the screening criteria sent to them
State Low Income School
The system shall produce a low income school directory based on information received from state education offices

Support DRAP (Default Reduction Assistance Program) Requirements:

Description
DRAP Management
The system shall, upon school request, send to students defaulting on Perkins Loan letters requesting immediate payment
Institution Letter
The system shall, upon school request, send to students defaulting on Perkins Loan letters requesting immediate payment
The system shall maintain other school information

Correspondence Requirements:

Description
Ability to notify institutions of awards, increases and decreases. Ability to reproduce notification on demand. April 1 is the deadline for the receipt of Initial Award notifications by institutions
Manage Institution Correspondence
Generate Excess Cash Letters

Generate Reports/Respond to Data Requests Requirements:

Description
Notification to Congress of Initial Awards
Adhere to Congressional mandates and regulations

Maintain System Requirements:

Description
Internal Controls and Audit Trails